

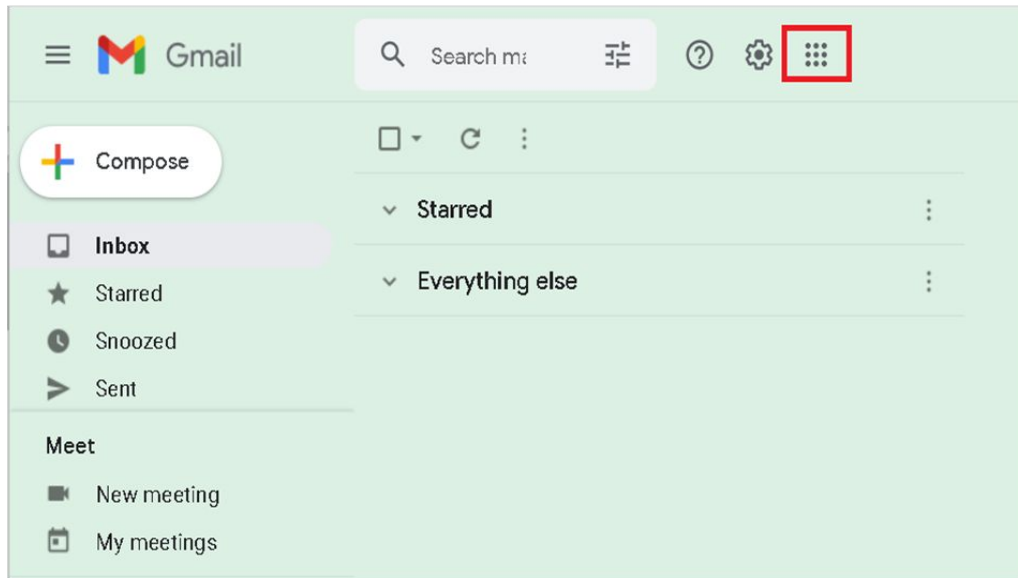


SAIS
SET Faculty
Self-Service

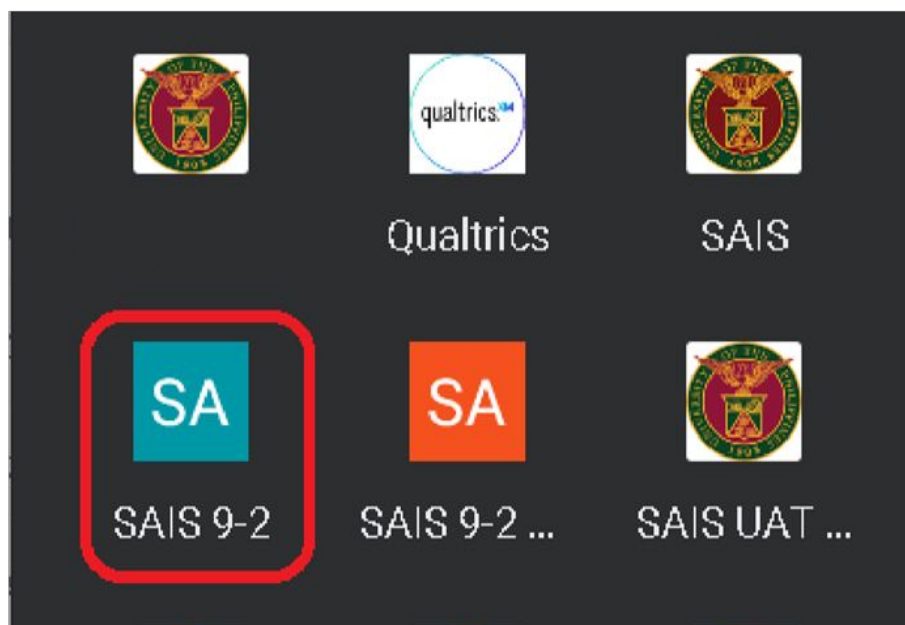
Quick Guide v1.0

LOGIN SAIS ACCOUNT

STEP 1: Log in to your UP Mail account and click the Google apps icon.

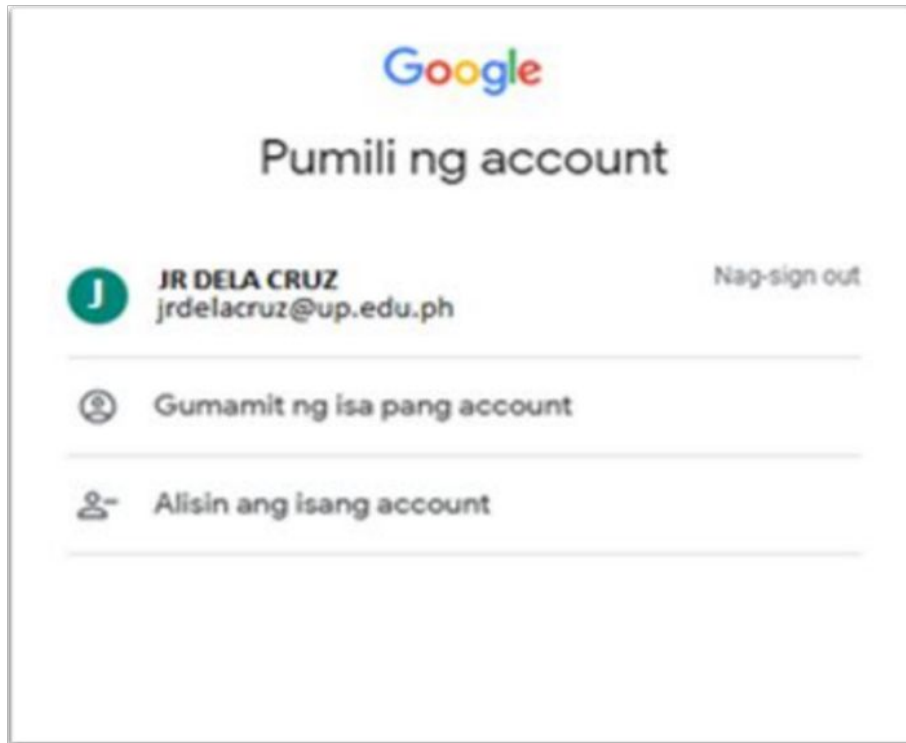


STEP 2: Click the SAIS Icon.



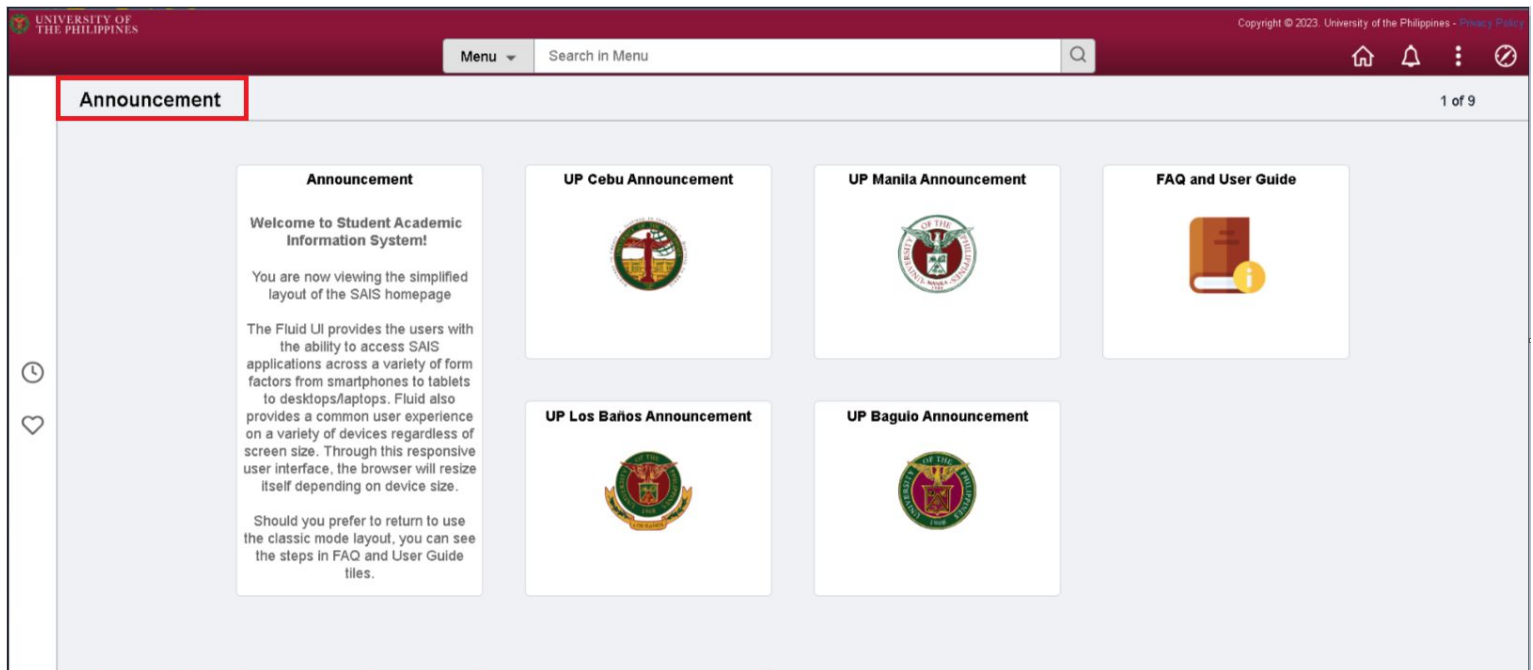
LOGIN SAIS ACCOUNT

STEP 3: Select your UP Mail account. Then you will be redirected to the SAIS Announcement Homepage.

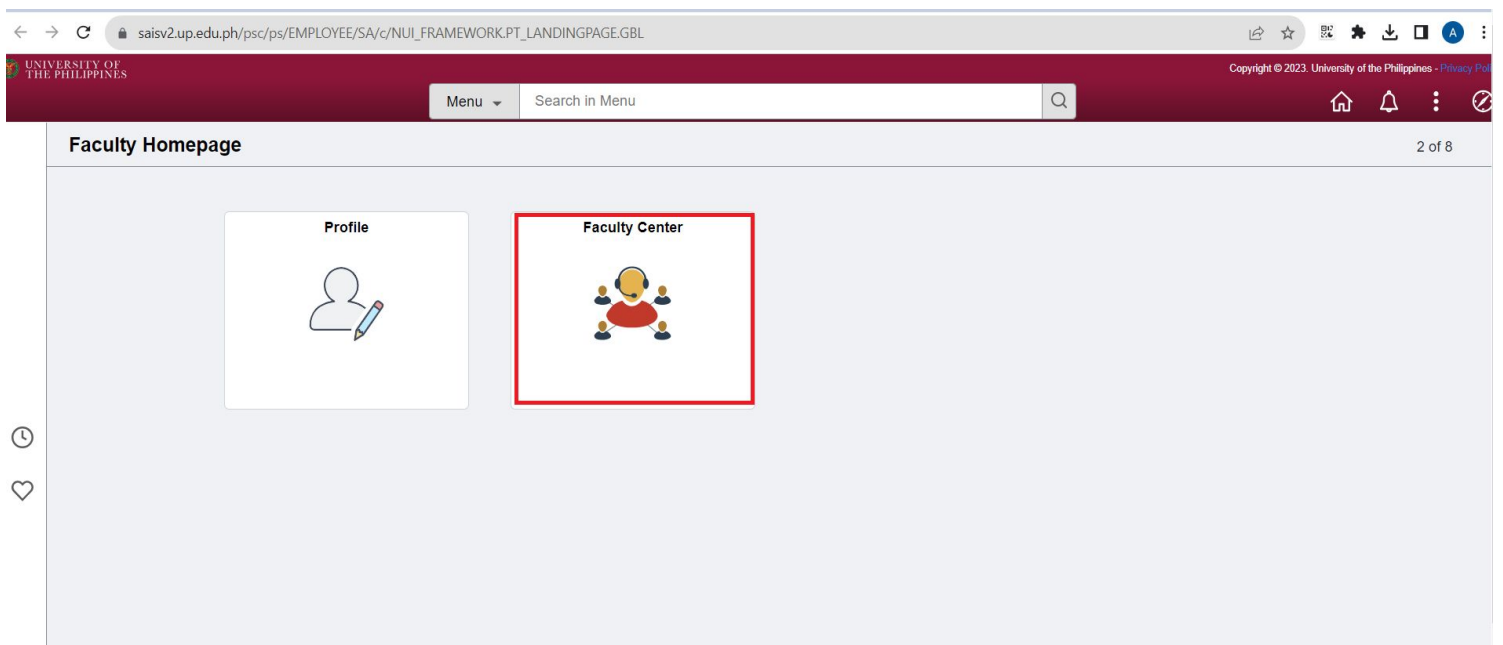


FACULTY HOMEPAGE

STEP 4: Click the “Announcement” page then select the Faculty Homepage.



STEP 5: Click the "Faculty Center" Tile.



FACULTY CENTER

STEP 6: Select "Forms" and type "SET_SELFSESRVC." Then click Search. After that, click the "View Report " link.

The screenshot shows the Faculty Center Query Report Viewer interface. The left sidebar contains a menu with items: My Schedule, Class Roster, Grade Roster, Gradebook, Assignments, Class Attendance, and **Forms** (highlighted with a red box). The main area is titled 'Query Report Viewer' and contains a search section with a 'Search' button and a 'Report Name' dropdown menu. The 'Report Name' field is set to 'SET' (highlighted with a red box). Below the search section is a 'Report Definition' table with the following data:

Report Name	Description	Data Source Type	Data Source ID	Format	Burst	View Report
SET_SELFSESRVC	Faculty SET Report	Query	SET_RATINGS_COMMENT_INDIVIDUAL	PDF	N	View Report (highlighted with a red box)

STEP 7: Click the magnifying glass/search button. You will then see all the academic terms.

Select Academic Term, then click OK. Wait for at least 1 or 2 minutes, as the system is processing your SET report

The screenshot shows the Faculty Center Query Report Viewer interface with a modal dialog box open. The modal is titled 'SET_RATINGS_COMMENT_INDIVIDUAL' and contains a search field with '1222' entered (highlighted with a red box). The 'OK' button is highlighted with a red box. The background interface is dimmed, showing the same search results as the previous screenshot.

FACULTY SET REPORT

STEP 7: Your SET Report is generated. The system automatically creates a new tab for your SET report.

You can download your SET report or directly print it.

SET_SELFSESRVC.pdf

1 / 11 | 100%

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
SUMMARY OF TEACHING PERFORMANCE RATINGS OF FACULTY GIVEN BY
HIS/HER STUDENTS IN THE COURSES AND SEMESTER INDICATED

Employee Name:
Employee ID:

College:
Department:

Sem	A.Y	Courses	Section	No. of Respondent	Cognitive	Affective	Fairness	Ratings
1222	2022-2023		3	3	3.95	4.08	4	4
1222	2022-2023		11	11	3.87	3.81	3.90	3.86
1222	2022-2023		5	5	4.64	4.5	4.75	4.65
1222	2022-2023		6	6	2.16	2.04	2.25	2.15
1222	2022-2023		7	7	4.32	4.35	4.39	4.35
1222	2022-2023		9	9	3.38	3.33	3.73	3.47
1222	2022-2023		5	5	3.71	4.01	3.7	3.78
1222	2022-2023		7	7	4.57	4.64	4.64	4.61
1222	2022-2023		6	6	3.54	3.63	3.62	3.60
1222	2022-2023		11	11	3.68	3.90	3.90	3.80

Weighted Average: 3.83 Very Good

Prepared by:

Faculty Evaluation Committee Chair

Certified True and Correct:

Vice-Chancellor for Academic Affairs

Note: If you encounter a pop up blocker, you should enable it. Kindly refer to the links below for the different web browsers:

for Google Chrome: <https://support.google.com/chrome/answer/95472>

for Safari: <https://support.apple.com/en-us/HT203987>

for EDGE:

To allow pop-ups in Microsoft Edge, click the three-dot menu icon in the top-right corner of the browser. Navigate to Settings > Cookies and Site Permissions > Pop-ups and Redirects. Then untoggle "Block." You can add exceptions for specific sites instead of allowing pop-ups everywhere by clicking "Add" in the "Allow" section.

for Firefox:

<https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>

TECHNICAL SUPPORT

For technical support, please contact us at the
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



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